

General Headquarters
Supreme Commander for the Allied Powers
Allied Translator and Interpreter Section
Washington Document Center (Adv)

FUNCTION DESCRIPTION

1. Overall Function of WDC (Adv)
To assist ATIS in the screening, selection and transmission of Japanese Documents to WDC, Washington where they will be made available to all authorized agencies including allied and civilian.
2. WDC (Adv) will be composed of the following sections:
 - A. Headquarters.
 - B. Production and Information Section.
 - C. Special Acquisitions Section.
 - D. Liaison Section.
 - E. Teams Section.
 - F. Documents Section.
 - G. Executive Council.
3. Headquarters is charged with the overall supervision and administration of WDC (Adv) and will maintain close liaison with the C.O. ATIS, Chief WD Intelligence Section G-2, Japanese Liaison Section G-2 and the AC of S, G-2 and occupation forces in Japan on matters of policy and procedures.
4. The Production and Information Section is charged with maintaining all records, files, providing stenographic and clerical assistance, reproduction and distribution shipping advices, reproduction photostating microfilming service, maintaining subject catalogue of all evacuated Jap documents, and checking documents evacuated with WD target folders.
5. The Special Acquisitions Section is charged with surveying all civilian and University library catalogues, determining suitable selections for the establishment of a Japanese Library covering all fields of literature both technical and cultural, preparing detailed lists of such publications for acquisition from the Japanese Government through proper channels, surveying and selecting material from the Japanese Government Archives, and locating civilian and University libraries which may eventually be seized and impounded for reparations.
6. The Liaison Section is charged with maintaining liaison with all theater agencies to assure notification to WDC (Adv) of all Japanese documents which may be acquired by these agencies through channel other than ATIS or WDC, to investigate and check on violations of document procedure, and to supplement field teams when particular specialists are needed.
7. The Teams Sections is charged with planning the operations of all teams, keeping track of team personnel, making recommendations for rotation of team personnel from one area to another, submitting team operational reports and personnel reports.

- 2 -

8. The Documents Section is charged with processing and ultimate screening of all documents which are received from field teams and local sources, checking accuracy of shipping advices against original documents, preparation of shipping advices in final form prior to reproduction, and will crate, transport and evacuate documents to WDC, Washington.
9. The Executive Council will consist of the Chief WDC, the Deputy Chief WDC, Chief Special Acquisitions Section, Chief Document Section, and Chief Field Teams Section. The Executive Council will make the overall plans for policy, operations, and procedure of WDC (Adv) and will keep the Chief WDC constantly advised of all matters which need his attention. The Executive Council will meet upon call.
10. A weekly meeting will be held of all Section Chiefs including the Executive Group to prepare a weekly report to WDC (Adv) and to consider any necessary personnel matters. This meeting will be held on Monday evening at eight o'clock unless otherwise notified. It is expected that Field Team Captains will render weekly reports for incorporation into the above meeting.

Lt.Col., GSC
Chief WDC (Adv)

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Next 3 Page(s) In Document Exempt

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